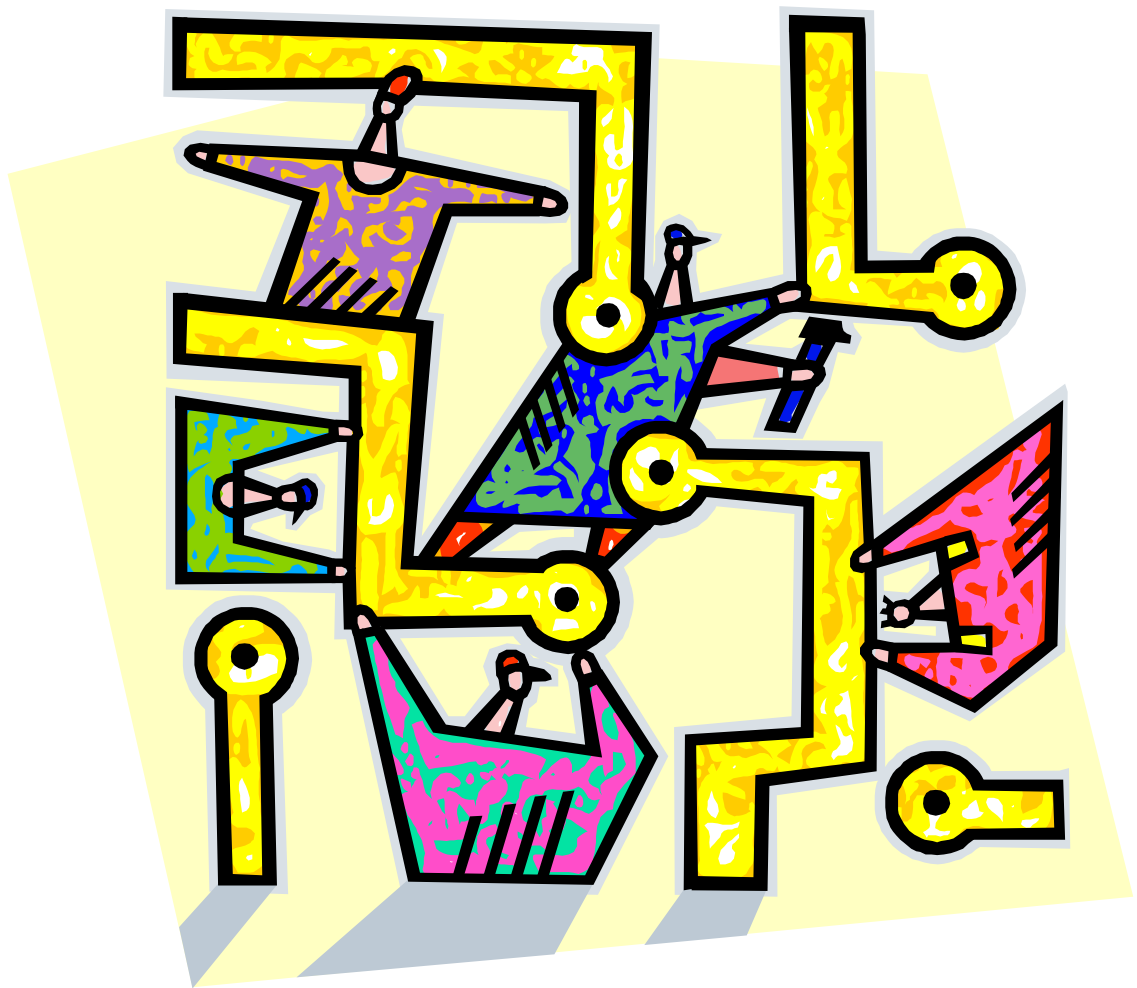


<Project Name>

Staffing Plan



Document Revision History

Version Number	Date	Description

General Information

Project Name:
 Project Manager:
 Project Begin Date:
 Project End Date:
 Resource Planner:

Skills Assessment

Fill-in this grid to whatever level of detail required to identify skills needed to achieve project objectives.

Objective	Needed KSA (knowledge, skill, ability)	Likely Source	Quantity
Objective #1	Project Management	Consultant	1
	Trainer	Internal IT Staff	2
	Programmer	Internal IT	4 to 5
	Field technician	Branch Office	3
	Administrative support	Accounting Division	>1
	etc., etc.		
Objective #2	Network Admin	Consultant	1
	Acquisition Specialist	Internal IT Staff	2
	Quality Assurance	Internal IT	4 to 5
	etc., etc.		

Staffing Profile

Fill-in grid to whatever level of detail is required starting with most immediate timeframe and moving towards most distant timeframe.

Calendar (month or quarter)	Resource (personnel category)	Level of Commitment (utilization rate)
Quarter 1, 2003	Project Manager	1 – Full time
	Business Analyst	1 - Quarter time
	Programmer	3 – Half time
Quarter 2, 2003	etc.	etc.

Organization Chart

Insert Project Team Organization Chart here. Chart “boxes” should contain, at a minimum, name, title and role of team members. Reporting relationships should be indicated.

Other Needed Resources

Insert list of resources not noted above in this section.